



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

MEMORANDUM

TO: Local School District Superintendents

FROM: Jeremy M. Hughes, Ph.D. *JMH*
Deputy Superintendent/Chief Academic Officer

DATE: December 7, 2005

SUBJECT: January 31, 2006 Due Date for Completion of Comparability Worksheet in MEGS

On October 10, 2005, I sent you a memorandum regarding the U.S. Department of Education's determination that the Michigan Department of Education must collect and review district information on Title I school selection and allocation of funds and comparability. The Michigan Department of Education is using the Michigan Electronic Grants System (MEGS) to comply with these requirements.

The Title I Comparability worksheet is now available in MEGS and is **due on January 31, 2006**. This worksheet must be completed by school districts that have two or more schools with identical or overlapping grade levels in a grade span in which there is at least one Title I school. According to our information, your school district is subject to the comparability requirement. If your district does not meet the above criterion, please contact the Field Services consultant for your area. Please also note that districts that already use other computer-based programs to document comparability have the option of uploading their comparability reports as attachments to the worksheet in MEGS.

The Title I Comparability worksheet should be completed based on the September 28, 2005 pupil membership count day, unless the district's enrollment decreased significantly soon after the membership count day. Districts enrolling large numbers of migrant students for a limited time in the fall may base their comparability determinations on a later date that reflects students who are enrolled in the district for most of the school year.

Please notify the appropriate staff in your district regarding the due date for the Title I Comparability worksheet. If you have questions, please contact the Field Services consultant for your area or call (517) 373-4588 to obtain the telephone number of your consultant.

cc: Title I Project Contact Person

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